

## **U.S. EMBASSY VALLETTA** **STATEMENT OF INTEREST**

To receive a grant from the U.S. Embassy, the applicant must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a NCAGE code and registration in [www.SAM.gov](http://www.SAM.gov). Please see below for information on how to obtain these registrations. The registration process can be lengthy, so we recommend that the applicant initiates the process when submitting the Statement of Interest (SOI). If the Grants Committee approves the application for funding, the applicant must present proof of registration in SAM.gov before the grant will be issued. The applicant must submit a screenshot of the SAM.gov registration to the U.S. Embassy. Individuals are **not** required to have a unique entity identifier or be registered in SAM.gov.

### **Time and Place:**

**Program Description:** This section should provide an overview of the proposed program, including the project justification, key activities, and follow-on activities. Please limit the project narrative to no more than one page.

**Project Goals and Objectives:** This section should connect the project to specific objectives that link back to the objectives outlined in the Notice of Funding Opportunity on grants.gov. Examples are: encourage the fullest participation, especially of women and youth, in government, business and civil society; promote bilateral cooperation in regional security; promote the empowerment of minorities by strengthening the bridge of mutual understanding and shared values between the U.S. and Malta, in particular diversity and the integration of refugees/migrants into Maltese society; enhance rule of law and standards of good governance and ethics; and promote innovation in bilateral investment and commercial cooperation.

### **Audience:**

### **Partners:**

### **Venues:**

**Project add-ons:** This section should describe side-events, activities or outreach that result from the principal project.

**Virtual Programming (amplifying the message through social media):** Explain how you plan to amplify your message on social media platforms, for example through Facebook and Twitter, including if you plan to pay for adverts. Mention what visuals you may develop such as videos, graphics, etc.

**Public Messaging Plan:** Provide a brief description (one paragraph) of the project's messaging plan and how you will communicate your message to the target audience. Who are you talking to? Why are you talking to that particular audience?

**Program Monitoring and Evaluation Plan:** This section should outline short-term outputs and short/medium/long-term outcomes. Explain how you will use the data collected to measure the change expected.

**Budget:** Please provide a detailed budget, including program categories and the amount you are requesting from U.S. Embassy Valletta (e.g. rental of premises, promotional materials, travel, per diem, etc.). This section should include a list of all the sponsors and the amount of funding or in-kind contributions provided or requested of all non-U.S. Embassy sponsors.

**Required Registrations:** All organizations applying for grants (except individuals) must obtain these registrations, when submitting a Statement of Interest. Before the grant will be issued, the applicant must provide proof of SAM.gov registration. Please note that submission and approval of registration takes time. All are free of charge:

Step 1: Apply for a Unique entity identifier (UEI) through [Dun & Bradstreet](#). (Note: It is vital that the information entered into all the databases is exactly the same; even an extra space may result in the application being rejected in one of the databases.)

Step 2: Apply for a NCAGE code: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 3: Register in the System for Award Management ([SAM.gov](#))